



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Information Officer I
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4600 - \$5758

DUTIES:

Under direction of the Communications Director, Deputy Treasurers and the Treasurer, the Information Officer I helps craft and implement messaging strategies that explain to the public, lawmakers, local government officials and others the functions of the State Treasurer's Office. One goal is to increase awareness of the Treasurer's duties as the state's banker and his economic development activities as chairman and/or a member of more than a dozen special boards, committees and authorities. These entities provide funding for hospitals, schools and universities, affordable housing, small businesses, pollution control and alternative energy, among others.

ESSENTIAL FUNCTIONS

- Analyzes, researches and drafts speech facts, including demographic, economic and population statistics for advance briefings for the Treasurer's speaking engagements; acts as travel staff for the State Treasurer; initiates communication with all persons requesting to have the Treasurer speak; insures that the events for which the State Treasurer may engage in are consistent with the State Treasurer's Office policies and procedures; makes recommendations on all event requests; independently initiates editorial board meetings, targeting press and placing op-ed pieces at the direction of the Deputy Treasurer; facilitates and answers press inquiries by researching and analyzing data to disseminate accurate information, in a timely manner, consistent with the State Treasurer's policies and procedures.
- Maintain contact with journalists from all types of media. Write and edit press releases. Research subjects related to Treasurer's Office activities and potential activities. Draft press releases, reports, memos, social media postings, web articles, talking points, speeches and other forms of communication. Must be able to manage multiple projects at the same time and work quickly on tight deadlines. Experience with social media, posting to the Internet, creating web presentations and sites are a must.

DESIRABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising judgment to prioritize competing demands.
- Ability and skill working with the Internet, Microsoft Word and other web-related software.
- Ability to establish and maintain cooperative relationships with those contacted.
- Ability to work independently and under pressure.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Ability to speak read and write Spanish or other foreign language.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Comfortable working with photographic equipment.
- Good attendance and Neat personal appearance.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are eligible for a lateral transfer, reinstatements, or have list eligibility as **Information Officer I**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

How To Apply:

- Include "Info. Officer I - 820-120-5601-002" in the "Job Titles for Which You Are Applying" box on your State Standard Application (Form STD 678).
- State the source of your eligibility (i.e. list eligibility, reinstatement, lateral transfer, SROA, surplus employee, etc.) in the "Explanations" box on your application. If you do not indicate the source of your eligibility, you may not be considered for an interview.
- Provide proof of meeting the minimum qualifications of the classification for which you are applying. For example, if you are using educational requirements to qualify, please include a copy of your college degree, or transcripts of completed units or showing degree obtained. If you do not provide proof of meeting the minimum qualifications, you may not be considered for an interview. The minimum qualifications for the class(es) can be found on CalHR's website, or by visiting: Information Officer I:
<http://www.calhr.ca.gov/state-hr-professionals/pages/5601.aspx>
- Applicants who wish to laterally transfer from another state classification must provide proof that they meet the minimum qualifications for the classification. The minimum qualifications can be found at the link above.
- Sign and date your application. If you do not sign and date your application, you may not be considered for an interview.
- No faxed or emailed applications will be accepted.

Final Filing Date:

State applications will be accepted **until the position is filled**. Applications will be screened and only the most qualified applicants will be interviewed.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. STO complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

EO: cs 12/07/15